

**Boys & Girls Clubs of Greater Kalamazoo**  
***JOB DESCRIPTION***

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***POSITION TITLE:*** Site Coordinator – Northeastern Unit

***DEPARTMENT:*** Administration

***REPORTS TO:*** Director of Program Services

***PRIMARY FUNCTION:***

Responsible for overseeing the implementation of a broad range of programs in five core program areas at the Northeastern Unit, including supervision of program staff.

***MAJOR DUTIES AND RESPONSIBILITIES:***

1. Establish and maintain program goals at the Northeastern Unit. Work closely with other Director of Program Services to establish and maintain program goals. Establish objectives consistent with organizational goals and mission.
2. Plan and oversee the administration of programs and activities. Evaluate programs on a continual basis to ensure program effectiveness and that programs address the needs of members of all ages, genders, levels of ability, and cultural backgrounds.
3. Ensure that key Boys & Girls Clubs' programs are implemented at all Units regardless of number of participants. Key programs include, but are not limited to, Power Hour, Keystone Club, Torch Club, Youth of the Year, and *SMART* Moves. Ensure also that structured programs for all ages, genders, and levels of ability are implemented in the following program areas - Participating Arts; Sports, Fitness & Recreation; Technology; and Career Development.
4. Supervise daily program delivery at the Northeastern Unit.
5. Supervise Unit staff members and volunteers. Conduct regular staff meetings. Perform annual staff evaluations.
6. Supervise the Membership and Intake Coordinator, including ensuring that membership records are current and organized.
7. Work closely with the Clubs' Director of Participating Arts, Director of Teen Services, *SMART* Moves Coordinator, Director of Career and Education, Family Support Coordinator, and other Site Coordinators in regards to rotating program implementation at the Unit.

8. Work closely with the staff of the Northeastern Public School, KCYC and Kalamazoo Public School District to ensure a positive, effective partnership. Operate the Northeastern Unit in accordance to the established Memorandum of Understanding.
9. Develop and foster a positive climate for youth development based on the mission and goals of the Boys & Girls Club of Greater Kalamazoo, Inc. Ensure that staff members understand the standards of each program and communicate these standards effectively to members and to the community. Encourage members to actively participate in a variety of programs and activities and to seek advice and guidance from staff.
10. Oversee general maintenance and operation of the physical property and equipment of the Club. Responsible for the overall cleanliness, attractiveness and safety of property and equipment. Responsible for immediately addressing and/or reporting maintenance and safety concerns to Custodian or to supervisor dependent on nature of repair.
11. Oversee promotion of programs to members via posting of daily schedule, announcements of upcoming events, and the dissemination of timely program information.
12. Address staffing concerns in alignment with the Boys & Girls Clubs' Standard of Conduct, document concerns and follow-up action, and provide documentation to the Executive Director and Director of Program Services within 24 hours of occurrence.
13. Ensure member welfare and safety. Address member concerns in alignment with the Boys & Girls Clubs' Member Exclusion Policy. Document all incidents and suspensions. Provide documentation of incident reports to the Executive Director and Director of Program Services within 24 hours of occurrence.
14. Communicate with parents and guardians regarding issues affecting Club operations and/or members.
15. Work closely with program staff in regards to weekly schedule.
16. Oversee provision of guidance services to members to assist them in fulfilling and making appropriate choices in educational, personal, physical, social, emotional, vocational and spiritual needs. Refer members to outside service agencies if deemed necessary.
17. Work closely with the Director of Program Services to secure staff schedule at all Club locations and to identify open positions.
18. Forge and strengthen partnerships throughout the community to support service and program delivery. Develop and maintain cooperative relationship with public, civic groups, and social agencies within community, with particular focus in the neighborhoods surrounding the Unit. Professionally represent the organization, its objectives, standards and

programs.

***ADDITIONAL RESPONSIBILITIES:***

- Assist with planning and implementation of Club-wide special events, including fundraisers as requested.
- Ensure Unit bulletin boards are well-maintained and include current schedules and upcoming special events.
- Submit any requests for funding at least two weeks prior to date needed.
- Transport youth in Club vehicle to field trip locations and/or special events, if required.
- Attend all required staff meetings and/or trainings.
- Address discipline issues in a manner consistent with the Boys & Girls Clubs' Member Exclusion Policy.
- Review and familiarize oneself with the Boys & Girls Clubs' Crisis Management Plan. Respond to crisis situations in accordance to the outlined plan.
- Display professional behavior in alignment with the Boys & Girls Clubs' Personnel Policy and Standards of Conduct.
- Perform other duties as assigned.

***RELATIONSHIPS:***

**Internal:** Maintains close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

**External:** Maintains contact as needed with external community groups, schools, member's parents and others to assist in resolving problems.

**Salary and Benefits**

- This is a part time position approximately 30 hours per week, during the school year hours would mostly be after school time 2pm-7pm Monday thru Thursday , summer hours may vary, with some variable mornings/weekend hours depending on program activities. Pay Range is 13.50-14.50 (salary range commensurate with qualifications and experience)

**Please submit cover letter and resume to Jill Angell at [jilla@bgckzoo.org](mailto:jilla@bgckzoo.org) deadline is Monday March 20, 2014 by 5pm**

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualification and objectives required of employees assigned to this job. The undersigned hereby acknowledges that he or she has received a copy of their job description and has agreed to familiarize him or herself with the content.